## **COOPERATOR TYPE ADMINISTRATION**

Cooperator type administration gives users tools to add, edit or remove cooperators that are used throughout the ACMS system.

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Step 1



Type in a cooperator type to search for a specific cooperator type or use the **<next>** button to browse the cooperator types listed. **<click>** a column header to resort the order in which the results are displayed.

## Step2



<cli>k> New cooperator type to create a new cooperator type or <cli>k> the edit icon to edit an existing cooperator type.

## **CREATING A NEW COOPERATOR TYPE**

## Step3



Name: Type in a name for the cooperator type

\*This is a required field

Comments: Add any additional comments for the cooperator type

**Status:** Set the status of the cooperator type to active to enable this cooperator type throughout the ACMS or set the status of the cooperator type to inactive to disable this cooperator in ACMS.

<cli>k save> to save your cooperator and return to the previous screen or <cli>k cancel> to discard your information and return to the previous screen.